IPKO Foundation is hiring!

IPKO Foundation (IF) is a local operating foundation in Kosovo. Our goal is to seed and support the development of the next generation of leaders with a digital vision for Kosovo. These young leaders may come from any sector or discipline but are united in their embrace of technology, Internet and the information society.

For more information, visit IPKO Foundation at ipkofoundation.org

**Position:** Two (2) Hub Project Officer  
**Place:** Lipjan and Gjilan

**Background**

**Specific Responsibilities:** Specific responsibilities include, but are not limited to:

- Conduct outreach and mobilization with high school students and other channels to present and reach to adolescents and youth
- Organize regular meetings with Schools representatives and municipal officials
- Oversee and be responsible for the ongoing work in Innovation Hub.
- Be in direct contact with the supervisor, the IPKO Foundation’s Project Manager
- Facilitate and deliver best practices, trainings and workshops programme for students and mentors
- Mentor and monitor participating students in trainings;
- Provide advice and support for all the students coming to the Innovation Hub.
- Organize and lead the trainings
- Liaise and maintain relationships with relevant stakeholders, including but not limited to volunteer-seeking CSOs, public institutions, volunteers etc.
- Manage the coordination of project planning and preparation of activities
- Monitor the achievement of project activities;
- Developing visuals for communication materials such as student recruitment, emails, and event invitations; assisting with other design, review, and production, as needed
- Work in general administrative and organization as needed
- Ensures that the hub is inclusive and provides with equal opportunities to adolescents from different backgrounds
- Ensures that rules, procedure and ethical standards working with adolescents and youth are in place and applied
- Other duties as assigned.
Qualifications:

successful candidate will have the following skills & experience:

- 2+ years of relevant experience
- At least a Bachelor degree level in a relevant discipline such as social science or education is required.
- Experience in planning, presenting and coordinating the work of project implementation activities
- Experience with developing and/or implementing work plans for field based projects preferred
- Experience in working with CSOs
- Fluency in Albanian and English language, both written and oral, to be able to communicate professionally to senior stakeholders is required.
- Be open-minded and have strong coordination and communication skills.
- Flexible and highly motivated to work with other team members
- Ability to work independently and in a team

How to apply:

If you are interested in the position, please send the following materials in a single PDF document:

- CV
- Cover letter demonstrating your interest in the position and relevant experience
- 2 References

Incidentals and logistical expenses will be covered by the program.

Please send the above mentioned documents to the following e-mail address: hr@ipkofoundation.org no later than 28.08.2019. The subject of the email should be: Hub Project Officer / Lipjan or Gjilan (Mention the city you are applying for)

IPKO Foundation appreciates all applications, but only shortlisted candidates will be contacted.

Men and women are equally encouraged to apply for this position.